

Job Aid: How to Create an RPA Release Requisition

This Job Aid shows how to:


- Create an RPA Release Requisition in COMMBUYS
- Convert RPA Release Requisition to a Release Purchase Order

Of Special Note:

A Request for Payment Authorization (RPA) Release is a document in COMMBUYS used to document a contract purchase that has taken place or to request funds for a product that has already been purchased, or services that have already been provided. Once approved, the RPA Release Requisition creates a Release PO associated with a Master Blanket Purchase Order (MBPO), which is a COMMBUYS document used to create ordering catalogs for contracts including Statewide Contracts.

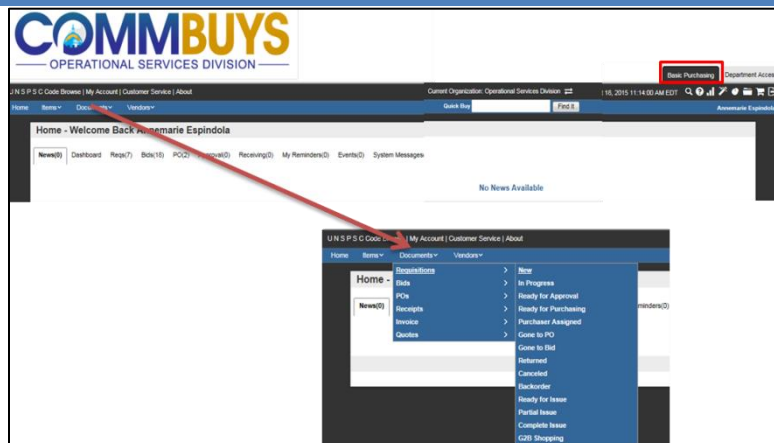
To use this functionality the MBPO must be designated RPA Release enabled. Before beginning the requisition, access the MBPO's General tab and verify the RPA Release Enabled field displays a Yes.

APPENDIX A – Context and Guidance for Using RPA and RPA Release

Screenshot	Directions
	Step 1: Launch COMMBUYS <ol style="list-style-type: none">1. Launch the COMMBUYS website by entering the URL https://www.commbuys.com/bso in the browser.2. Enter your login credentials and click the Login button on the COMMBUYS home page.

Job Aid: How to Create an RPA Release Requisition

Screenshot



Directions

Step 3: Start a new Requisition

1. From the Navigation Bar, select **Documents > Requisitions > New**

New Requisition

General | Items | Address | Accounting | Routing | Attachments | Notes | Reminders | Summary

Requisition Number:

Status: 1RI - Requisition In Progress (When User request is created)

Department*: OSD01 - Operational Services Division

Location*: OSDTR - Training, Events & Outreach

Required By Date:

Requisition Type: RPA Release

Requestor: Annemarie Espindola

Contact: Annemarie Espindola

Alternate ID:

Estimated Cost: \$0.00

Print Format: * Requisition Print

Special Instructions:

Step 4: Enter data in General tab

The General Tab for the requisition opens. On the left side of the screen, complete the following fields:

- **Department:** defaults from user profile. May be changed using the dropdown menu if other departments are available to user.
- **Location:** defaults from user profile. May be changed using the dropdown menu if other locations are available to user.
- **Required by date:** optional
- **Requisition Type:** RPA Release
- **Requestor:** user that created the requisition; this field cannot be edited.
- **Contact:** contact person for this requisition
- **Special Instructions:** Enter any instructions for the vendor. These comments will be printed on the P.O. For example, shipping and delivery information.

NOTE: the text limitation is 1,000 characters.

Job Aid:

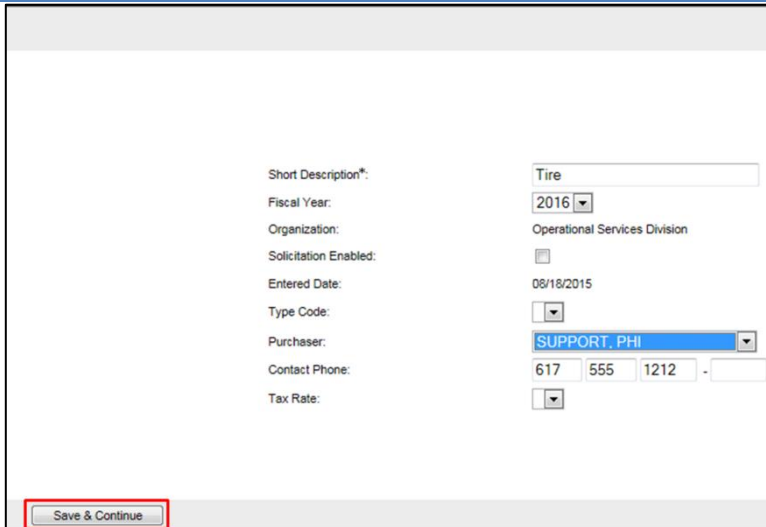
How to Create an RPA Release Requisition

Screenshot

Directions

Step 5: Enter data in General tab (Continued)

- On the right side of the screen, complete the following fields:
 - Short Description:** be specific as this field is also used as search criteria to locate a requisition; may use any Departmental Identifier numbers. This field has a limit of sixty characters.
 - Fiscal Year:** defaults to the current fiscal year.
 - Organization:** default value based on your user profile and can only be changed by an administrator.
 - Solicitation Enabled:** leave unchecked
 - Entered Date:** defaults to current date.
 - Type Code:** type options are based upon the requisition type. Leave blank.
 - Purchaser:** defaults to your name; use the dropdown menu to select a different purchaser.
 - Contact Phone:** defaults to the profile value; can be updated as needed.
 - Tax Rate:** n/a for Commonwealth. Click **Save & Continue**.
- Select the **Items** tab.



Job Aid: How to Create an RPA Release Requisition

Screenshot

Directions

RPA Release Requisition RQ-16-1080-OSD01-OSDTR-00000025708

General **Items** Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

There are no items. Please click 'Search Items'

Search Items

Step 6: Search for items to add to requisition

1. The **Items** tab opens.
2. Click the **Search Items** button to begin the process of adding items to the requisition.
3. Click on the **Advanced Search + sign**

RPA Release Requisition RQ-16-1080-OSD01-OSDTR-00000025715 - Search Items

Search Using: Find It

Advanced Search

Add to Req & Exit Cancel & Exit

Step 7: Add items to requisition

1. Using the **Advanced Search**, enter search criteria to find a good or service
2. Click **Find It**
3. Check the box in the **Select** column next to the item(s) and input the quantity for that item in the **Quantity** column.
4. Click the **Add to Req & Exit** button to return to the **Items** tab

RPA Release Requisition RQ-16-1080-OSD01-OSDTR-00000025708 - Search Items

Search Using: Find It

Advanced Search

Search Using: ALL of the criteria

Search Fields: Item Description Vendor Name Goodyear

Item Type

UNSPSC Segment-Family

UNSPSC Class

Commodity-EPP

Favorites

Cooperative Purchasing

Result Type: Item

Find It Clear

Any Price

Any Vendor

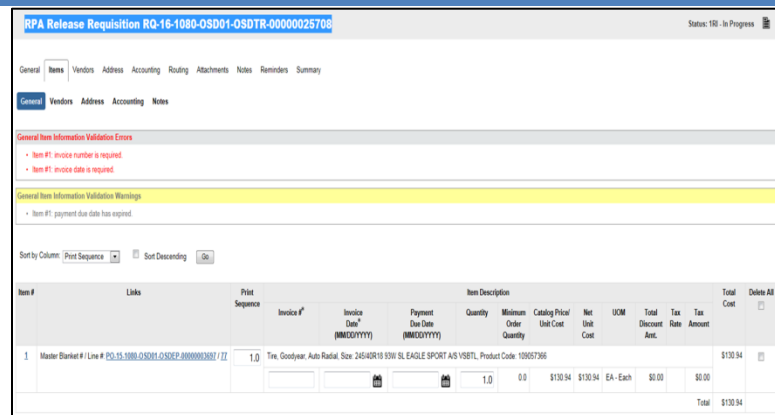
Select	Quantity	Item Description	Unit	Unit Price	Vendor Name	Extended Entry Date	Extended Entry Date	Extended Entry Date	Extended Entry Date
<input type="checkbox"/>	0	The Goodyear Auto Rubber Size 24x40R15 80H SL ENGLE SPORT AID 1087L, Product Code: 1000708	EA	\$142.00	Goodyear	25-17 - Transportation components and supplies	25-17 - Transportation components and supplies	25-17 - Transportation components and supplies	25-17 - Transportation components and supplies
<input type="checkbox"/>	0	The Goodyear Auto Rubber Size 24x40R15 80H SL ENGLE SPORT AID 1087L, Product Code: 1000708	EA	\$142.00	Goodyear	25-17 - Transportation components and supplies	25-17 - Transportation components and supplies	25-17 - Transportation components and supplies	25-17 - Transportation components and supplies

Add to Req & Exit Add to Req & Next Page Cancel & Exit

Job Aid: How to Create an RPA Release Requisition

Screenshot

Directions



RPA Release Requisition RQ-16-1080-OSD01-OSDTR-00000025708 Status: 100 - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

General Item Information Validation Errors

- Item #1: Invoice number is required.
- Item #1: Invoice date is required.

General Item Information Validation Warnings

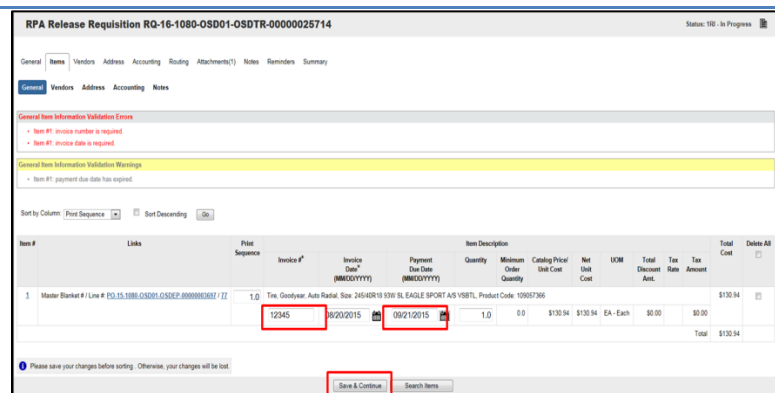
- Item #1: Payment due date has expired.

Sort by Column: Print Sequence | Sort Descending

Item #	Links	Print Sequence	Invoice #	Invoice Date (MM/DD/YYYY)	Payment Due Date (MM/DD/YYYY)	Item Description	Quantity	Minimum Order Quantity	Catalog Price/Unit Cost	Net Unit Cost	UCM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Delete All
1	Master Blanket # / Line # PO-16-1080-OSD01-OSDTR-00000025708 / 1Z	1.0	Tire, Goodyear, Auto Radial, Size 245/40R19 93W SL EAGLE SPORT A/S VSBTL, Product Code: 10957366				1.0	0.0	\$130.94	\$130.94	EA-Each	\$0.00	\$0.00	\$130.94		
Total															\$130.94	

Step 8: Review validation errors

- You will receive two Validation Errors that need to be corrected:
 - Invoice number is required
 - Payment due date is required



RPA Release Requisition RQ-16-1080-OSD01-OSDTR-00000025714 Status: 100 - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

General Vendors Address Accounting Notes

General Item Information Validation Errors

- Item #1: Invoice number is required.
- Item #1: Invoice date is required.

General Item Information Validation Warnings

- Item #1: Payment due date has expired.

Sort by Column: Print Sequence | Sort Descending

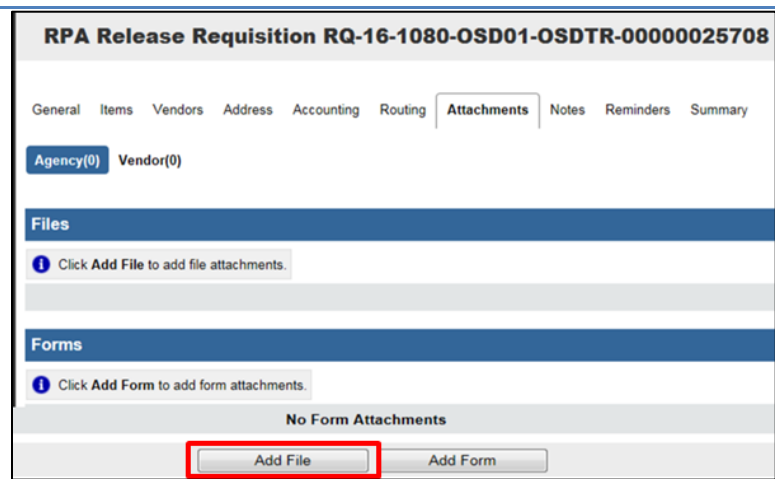
Item #	Links	Print Sequence	Invoice #	Invoice Date (MM/DD/YYYY)	Payment Due Date (MM/DD/YYYY)	Item Description	Quantity	Minimum Order Quantity	Catalog Price/Unit Cost	Net Unit Cost	UCM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Delete All
1	Master Blanket # / Line # PO-16-1080-OSD01-OSDTR-00000025714 / 1Z	1.0	Tire, Goodyear, Auto Radial, Size 245/40R19 93W SL EAGLE SPORT A/S VSBTL, Product Code: 10957366	12345	09/21/2015		1.0	0.0	\$130.94	\$130.94	EA-Each	\$0.00	\$0.00	\$130.94		
Total															\$130.94	

Please save your changes before sorting. Otherwise, your changes will be lost.

Save & Continue Search Items

Step 9: Enter invoice information

- Enter the invoice number as it appears on the vendor's invoice.
- Enter the payment due date as it appears on the vendor's invoice.
- Once complete review the requisition items and invoice information
- Click the **Save & Continue** button
- Next, select the **Attachments** tab.



RPA Release Requisition RQ-16-1080-OSD01-OSDTR-00000025708

General Items Vendors Address Accounting Routing **Attachments** Notes Reminders Summary

Agency(0) Vendor(0)

Files

Click Add File to add file attachments.

Forms

Click Add Form to add form attachments.

No Form Attachments

Add File Add Form

Step 10: Add attachments

- The **Attachments** Tab opens.
- If any files auto-attach: review, keep or delete as necessary.
- Click the **Add File** button to add a new file such as a scanned copy of the Vendor's invoice.

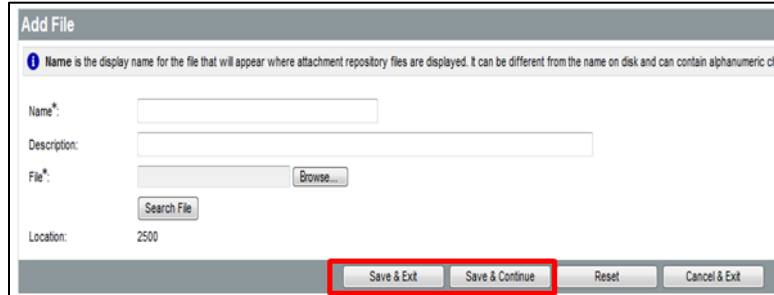
Note: The **Add Form** button is not currently a working function in COMMBUYS.

Job Aid:

How to Create an RPA Release Requisition

Screenshot

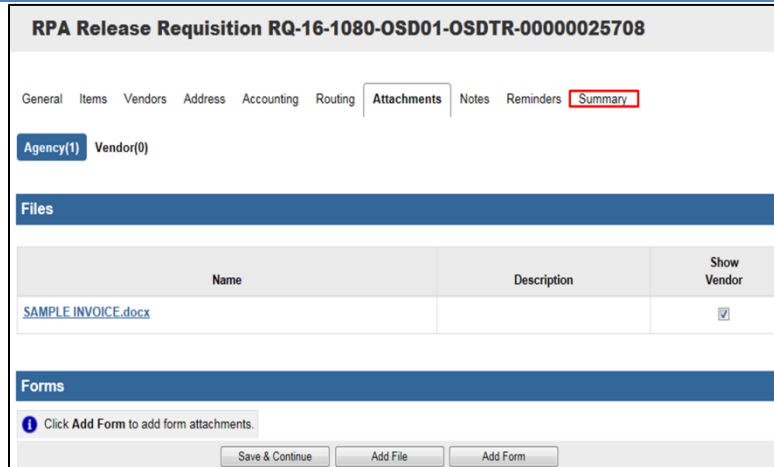
Directions



Step 11: Choose files to attach

1. The **Add File** window opens.
2. To select a file from your computer, click the **Browse** button. This will search for documents from your computer.
3. Select the desired file.
4. Complete the following fields:
 - **Name** – required; but will be populated with the selected file name if left blank
 - **Description** – optional
5. Click **Save & Exit** to go back to the Attachments tab. From there you can add another file or click **Save & Continue** when all files have been added.

Note: Files previously uploaded or added to the Document Library in COMMBUYS are available in the Attachment Repository. To locate and attach from the Repository, click the **Search File** button and complete the advanced search criteria.



Step 12: Review Attachments

1. The **Attachment** tab redisplay with a list of attached files
2. You can opt to disallow the vendor to view the attachments by unchecking the **Show Vendor** box.
3. Next, select the **Summary** tab.

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How to Create an RPA Release Requisition

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RPA Release Requisition RQ-16-1080-OSD01-OSDTR-00000026708 Status: 1R - In Progress

General Items Vendors Address Accounting Routing Attachments(?) Notes Reminder **Summary**

Header Information

Requisition Number:	RQ-16-1080-OSD01-OSDTR-00000026708	Short Description:	Tire	Status:	1R - In Progress
Organization:	Operational Services Division	Location:	OSDTR - Training, Events & Outreach	Required By Date:	
Department:	OSD01 - Operational Services Division	Requisition Type:	RPA Release	Type Code:	
Entered Date:	08/18/2015	Purchaser:	PH SUPPORT	Fiscal Year:	2016
Requestor:	Annamarie Espinola	Contact Phone:	(617)655-1212	Alternate ID:	
Contact:	Annamarie Espinola	Estimated Cost:	\$130.94	Print Format:	Requisition Print
Pcard Enabled:	No				
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				
Ship-to Address:	Sodhan Lavinio 1 Congress Street Suite 114 Boston, MA 02109 US Email: lav@serviceholdings.com Phone: (123)456-7890	Bill-to Address:	Sodhan Lavinio 1 Congress Street Suite 114 Boston, MA 02109 US Email: lav@serviceholdings.com Phone: (123)456-7890		

Special Instructions :

Attachments

Agency Files: [SAMPLE INVOICE.docx](#)

Agency Forms:

Vendor Files:

Vendor Forms:

Item Information

Item # 1: Tire, Goodyear, Auto Radial, Size 245/40R18 95W SL EAGLE SPORT A/S VSBTL, Product Code 10057336 1R - In Progress

U N S P S C Segment Family: 25.11.23
Tires and tire tubes
25.17.35.04
Automobile or light truck tires
25.17.25.04.0000
Automobile or light truck tires

Blanket Contract # Line # Invoice # Payment Due Date Qty UOM Discount % Total Discount Amt Tax Rate Tax Amount Total Cost

PO 15.1088-OSD01-OSDTR-00000026708 / ZZ	12345	08/21/2015	1.0	EA - Each	0.00%	\$0.00	\$0.00	\$130.94
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Manufacturer: Make

Account Code Amount

There is no item accounting available for this item.

Recommended Vendor: 216313 - The Goodyear Tire & Rubber Company
Debbie W Fear
200 Innovation Way, D709
Akron, OH 44316-0001
US
Email: lav@serviceholdings.com
Phone: (123)456-7890

Submit for Approval Cancel Requisition Close Requisition Print

Step 12: Review Summary Tab

1. Click the **Summary** Tab to view a summary of the nearly completed requisition.
2. Click **Submit for Approval** at the bottom of the page.
3. Click **OK** in the Dialogue Box
4. Once approved, the RPA Release Requisition immediately becomes **completely received Purchase Order** with an **In-Progress Invoice**.

Other/optional tabs:

- **Routing Tab:** auto-populated, after approval, based on approval workflow
- **Notes Tab:** optional
- **Reminders Tab:** optional

Home Items Documents Vendors

Requisitions >

Bids >

POs >

Receipts >

Invoice >

Quotes >

New

In Progress

Ready for Approval

Ready to Send

Sent

Partial Receipt

Complete Receipt

Approved

Returned

Canceled

Closed

Copyright

Step 13: Locate the completely received Purchase Order

1. From the Navigation Bar, select **Documents > Purchase Orders > Complete Receipt**

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How to Create an RPA Release Requisition

Screenshot

Directions

Release Purchase Order PO-15-1080-OSD01-OSDEP-0000003697:16 Status: 3PCR - Complete Receipt

General Items Vendor Address Accounting Routing Attachments() Notes Change Orders Reminders **Summary**

Header Information

Purchase Order Number:	PO-15-1080-OSD01-OSDEP-0000003697	Release Number:	16	Short Description:	Tire
Status:	3PCR - Complete Receipt	Purchaser:	Amenemane Espindola	Receipt Method:	Quantity
Fiscal Year:	2016	PO Type:	Release	Minor Status:	
Organization:	Operational Services Division	Location:	OSDTR - Training, Events & Outreach	Type Code:	
Department:	OSD01 - Operational Services Division	Entered Date:	06/20/2016 04:45:56 PM	Control Code:	
Alternate ID:	0	Retainage %:	0.00%	Print Dest Detail:	If Different
Days ARO:	0	Promised Date:		Actual Cost:	\$130.94
Required By Date:		Tax Rate:			
Card Enabled:	No				
Contact Instructions:	Contact Amenemane Espindola				
Invoice Method:	Three Way Match				
Print Format:	Purchase Order Print				
Ship-to Address:	Sobhan Laurito 1 Congress Street Suite 114 Boston, MA 02109 US Email: lauro@periscopeholdings.com Phone: (123)456-7890	Bill-to Address:	Sobhan Laurito 1 Congress Street Suite 114 Boston, MA 02109 US Email: lauro@periscopeholdings.com Phone: (123)456-7890		

Special Instructions:

Attachments

Agency Files: [SAMPLE INVOICE.docx](#)

Step 14: Review Summary Tab

1. Click the **Summary** Tab to view a summary of the Purchase Order.
2. Optional: Click the **Print** button at the bottom of the page if you would like to keep a hard copy of this document for your records.

Vendor Information & PO Terms

Vendor: [245313 - The Goodyear Tire & Rubber Company](#) Preferred Delivery Method: Email

Remit to Address: Debbie M Finar
200 Innovation Way D709
Akron, OH 44316-0001
US
Email: lauro@periscopeholdings.com
Phone: (123)456-7890
IE 1115

Payment Terms:

Shipping Method:

Shipping Terms:

Freight Terms:

PO Mailing Address: Debbie M Finar
200 Innovation Way D709
Akron, OH 44316-0001
US
Email: lauro@periscopeholdings.com
Phone: (123)456-7890
IE 1115

Receipt Information Create Receipt PO Receipt Summary

Receipt #	Status	Description	Dept Loc	Receipt Owner	Entered Date
00000037	SCA - Approved for Invoice	Auto-generated RPA Receipt	OSD01/OSDTR	Amenemane Espindola	06/20/2016

Invoice Information

There are no invoices.

Item Information

Print Sequence #1.0, Item #1: Tire, Goodyear, Auto Radial, Size: 245W18 93W SL EAGLE SPORT AS VSRITL, Product Code: 16955736 3PCR - Complete Receipt

UNSPSC Code: 25-17-26
Tires and tire tubes
25-17-26-04
Automobile or light truck tires
25-17-26-04-0000
Automobile or light truck tires

Req # / Item # : 00-15-1080-OSD01-OSDTR-0000003697 / 1

Blanket or Contract # / Line #	Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
PO-15-1080-OSD01-OSDEP-0000003697 / 1	Quantity	1.0	\$130.94	EA - Each	0.00	\$0.00		\$0.00	\$0.00	\$130.94

Manufacturer: Brand: Model:

Make: Packaging:

Account Code: Amount:

There is no item accounting available for this item.

Approval Path:

There are no approval paths found for this purchase order.

Print Print Vendor Copy

Job Aid: How to Create an RPA Release Requisition

APPENDIX A

Context and Guidance for Using RPA and RPA Release

Recording Purchases through COMMBUYS:

- Agencies should make every attempt to use standard Purchase Orders for mandated COMMBUYS purchases.
- RPAs should be used for exceptional cases – in the event of emergency or when something is not able to be ordered using the standard PO process.
- The availability of RPA Release-enabled Statewide Contract MBPOs will help ensure accurate reporting of contract usage, information crucial to support ongoing improvement to Statewide Contracts and inform future contract and vendor negotiations.

Requisition Type	Description	Business Scenario
RPA Release	Emergency Purchases for items on Statewide Contract	Emergency roadside repairs
RPA Release	Normal PO process to purchase items on Statewide Contract is impractical due to a system or process currently in place	Re-stock of pharmaceuticals
“Open Market” RPA (“RPA” in COMMBUYS)	Emergency purchases for items not on Statewide Contract	Snow melting equipment purchased during a major snowstorm

Statewide Contracts

Statewide Contracts covering goods and services related to exceptional purchasing cases will be updated so that they are RPA Release enabled. The initial list of Statewide Contracts to be RPA Release-enabled includes:

- VEH97- New Tires, Retreads/Retreading and Total Tire Management Program
- OVM08 - Windshield and Glass Replacement for Vehicles
- MED38 - Pharmaceutical Prime Vendor
- MED44 - Reference Laboratory Services
- FAC82 - Hazardous, Medical and Hard-to-Manage Waste Collection, Disposal and Emergency Response